

Continuing Contract Requirements and Instructions

Provided below are the basic requirements and instructions relative to the continuing contract process:

Basic Requirements:

1. The employee must hold a professional, permanent or life certificate or a Five-Year Professional license.
2. An employee holding a professional educator's license must fulfill one of the following:
 - a. If the employee did not hold a master's degree at the time the State initially awarded the teaching certificate or educator's license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license must be completed.
 - b. If the employee held a master's degree at the time the State initially awarded the teaching certificate or educator's license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate of license must be completed.
3. The service requirement mandates that to obtain continuing contract status, the employee must have taught within the District for at least three out of the last five school years. For those employees who had continuing contract status in another school district, the teacher needs only two years of service in the Martins Ferry City School District.
4. The Continuing Contract Request form enclosed and copies of the teaching certificate and all transcripts (sealed) to verify the completed coursework must be submitted to the administration office. Copies of certificates, licenses and transcripts will not be retrieved from the employee file. The appropriate documentation must be attached to the form.

* *It is the sole responsibility of the employee to return the signed form and required information for processing. Completed forms must be submitted to the Superintendent's Office, 5001 Ayers Limestone Road, Martins Ferry, OH 43935.*

MARTINS FERRY CITY SCHOOL DISTRICT

CONTINUING CONTRACT REQUEST FORM

Please Print:

Employee Name: _____

Job Title: _____ Building: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

_____ I have worked in the Martins Ferry City School District for at least 3 years of the last 5 years and have attached the appropriate paperwork to meet the requirements for attaining a continuing contract.

_____ I previously held a continuing contract in another District and I have worked in the Martins Ferry City School District for at least 2 school years. The required paperwork is attached.

Signature of Employee

Date

**THIS FORM, A COPY OF TRANSCRIPTS, AND TEACHING CERTIFICATE
MUST BE RETURNED TO THE ADMINISTRATION OFFICE.**